



## NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



**POSITION AND DUTY MOS:**  
Military Personnel NCO,  
42A20

**RANK/GRADE:**  
**SGT/E5**  
(Minimum: SPC/E4)

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**NATIONWIDE**

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**NCARNG  
SOLDIERS ONLY**

**ANNOUNCEMENT #:**  
AGR-FTM 2013-50

**UNIT, LOCATION, POC:**

J9 ID Cards Office, JFHQ, Raleigh, NC  
POC: MSG James Smith (919) 664-4136 Ext 46056  
[james.c.smith2.mil@mail.mil](mailto:james.c.smith2.mil@mail.mil)

**OPENS:**

24 May 2013

**CLOSES:**

21 June 2013

**POSITION DESCRIPTION:** Responsible for processing and completing applications for producing Common Access Cards (CAC) for Active Duty, Reserve and National Guard Soldiers from all components, as well as military IDs on military dependents and military retirees. Processes CAC Cards and military ID cards on all eligible DOD employees, dependents and retirees. Updates and manages information in the Defense Enrollment and Eligibility Reporting System (DEERS) and Real time Automated Personnel Identification System (RAPIDS). Troubleshoots CAC equipment, and secure equipment. Maintains familiarity with regulations and trains other personnel to operate the ID Card Stations. Performs reception duties and serves as subject matter expert on entitlements and benefits as related to DEERS/RAPIDS eligibility. Serves as information resource on TRICARE, Medicare, and Veteran Affairs benefits. Reviews applications for completeness, accuracy and eligibility requirements. Works with the DEERS/RAPIDS Project Officers at the National Guard Bureau and coordinates with DMDC as needed. Secures all equipment for DEERS/RAPIDS System and the CAC Deployable system. Ability to deal cooperatively with the public to obtain needed information, to complete required case processing and to explain decisions or recommendations to interested parties.

**QUALIFICATION REQUIREMENTS:** Must be qualified in or meet prerequisites for MOS **42A** in accordance with DA Pam 611-21-- **includes minimum score in aptitude area CL in Armed Services Vocational Aptitude Battery (ASVAB) tests as follow: 95 if administered prior to 2 January 2002, 92 if administered on and after 2 January 2002 and prior to 1 July 2004 or 90 if administered on and after 1 July 2004.** If not MOS qualified, must qualify within one year of assignment or be reassigned or released from AGR tour. Must have the appropriate security clearance as prescribed by the MOS and duties assigned within the unit. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must have sufficient remaining service obligation to complete initial three-year AGR tour. Must not have served more than 15 years of Active Federal Service (AFS). Must be able to complete all military education requirements as determined by JFHQ-NC/NGB. Must meet other entrance requirements of AR 135-18. Note: Most soldiers previously involuntarily separated from active duty or reserve status are not eligible for entry on AGR duty.

**PLEASE READ DISCLAIMER:** You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "**Not Qualified**" because of lack of information. HRO is not responsible for incomplete packets; however, applicants with incomplete packets will be notified by **email only** within 30 days of closing date of announcement with a suspense date. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents. **MAIL APPLICATIONS TO:** NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. Applications must be received in the HRO Office or emailed to [ng.nc.ncarng.mbx.hro-agr@mail.mil](mailto:ng.nc.ncarng.mbx.hro-agr@mail.mil) (in one attachment) no later than 1600 hours on the closing date of the announcement. Applications must not be mailed using government-supplied envelopes or postage.

**THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.

## AGR APPLICATION CHECKLIST

### M-DAY SOLDIERS

\_\_\_\_ 1.NGB Form 34-1 Application for AGR (dated NOV 2010-previous editions are obsolete) **Include e-mail address at the top 1st page of NGB Form 34-1.**

- \_\_\_\_ Age: Over 18, under 55?
- \_\_\_\_ Current NCARNG soldier? If not check whether announcement is nationwide.
- \_\_\_\_ Block IV all should be NO except for 9 and 10. If YES attachment for explanation.
- \_\_\_\_ Signed and dated.

\_\_\_\_ 2.Certified copy of ERB/ORB

- \_\_\_\_ ASVAB scores match the qualification requirements for the announcement.
- \_\_\_\_ If female applicant, is position open to females?
- \_\_\_\_ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?

\_\_\_\_ 3.Personnel Qualification Record

\_\_\_\_ 4.DA Form 705 reflecting latest APFT (must be current within 1 year)

- \_\_\_\_ Passed APFT.
- \_\_\_\_ DA Form 3349 Physical Profile (for alternate APFT).
- \_\_\_\_ Meet HT/WT IAW AR 600-9? If not check for DA Form 5500/5501 reflecting latest HT/WT

\_\_\_\_ 5.PHA or IMR (within 15 months) or DD Form 2808 and 2807-1 (within 5 yrs).

\_\_\_\_ 6.DA Form 7349-R Annual Medical Certificate – Page 1 only (must be signed within 30 days).

\_\_\_\_ 7.DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 copies.

- \_\_\_\_ If newly promoted check for letter of recommendation from Commander or senior NCO.

\_\_\_\_ 8.DD Form 214 (must have items 23-30 included),

- \_\_\_\_ Reentry Code should be RE-1 or RE-2 (ineligible if RE-3 or RE-4).
- \_\_\_\_ Character of Service should be Honorable Discharge.

\_\_\_\_ 9.NGB Form 23/23b Retirements Points History Statement (RPAM)

- \_\_\_\_ Calculate all prior Active Federal Service \_\_\_\_ years, \_\_\_\_ months (over 15 required waiver, over 17 not considered unless MOSQ). For officers can serve at least 5 years before MRD?
- \_\_\_\_ DA Form 1506 Statement of Service (alternate for Reserve or Active Army Soldiers)
- \_\_\_\_ If former AGR soldier, at least 12 months since REFRAD?

**NOTE:** Packets received without certification or signatures will be considered incomplete. If you are -deployed, submit a memo stating the followings: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address(es). The following documents must be enclosed (photocopies only – do not send originals): NO BINDERS

## AGR APPLICATION CHECKLIST

### AGR SOLDIERS

- \_\_\_\_\_ 1. OTAGNC Form 690-101, AGR Mobility Application (Oct 2002). **Include e-mail address at the top 1st page of OTAGNC Form 690-101.**
- \_\_\_\_\_ Current NCARNG soldier? If not check whether announcement is nationwide.
  - \_\_\_\_\_ Is soldier currently under 18 months initial tour stabilization?
  - \_\_\_\_\_ If lateral transfer, is soldier MOSQ for vacant position?
  - \_\_\_\_\_ Signed and dated.
- \_\_\_\_\_ 2. Certified copy of ERB/ORB and/or DA Form 2-1.
- \_\_\_\_\_ Is soldier stabilized (SGT/SSG one year since last upward mobility assignment; SFC/MSG two years since last upward mobility assignment)?
  - \_\_\_\_\_ ASVAB scores match the qualification requirements for the announcement.
  - \_\_\_\_\_ If female applicant, is position open to females?
  - \_\_\_\_\_ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
- \_\_\_\_\_ 3. Personnel Qualification Record.
- \_\_\_\_\_ 4. DA Form 705 reflecting last two APFTs (must be current within 6 months)
- \_\_\_\_\_ Passed APFT.
  - \_\_\_\_\_ DA Form 3349 Physical Profile (for alternate APFT).
  - \_\_\_\_\_ Meet HT/WT IAW AR 600-9? If not check for DA Form 5500/5501 reflecting latest HT/WT
- \_\_\_\_\_ 5. PHA or IMR (within 15 months) or DD Form 2808 and 2807-1 (within 5 yrs).
- \_\_\_\_\_ 6. DA Form 7349-R Annual Medical Certificate – Page 1 only (must be signed within 30 days).
- \_\_\_\_\_ 7. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 (covering 36 months).
- \_\_\_\_\_ If newly promoted or missing rated time check for letter from Commander.
- \_\_\_\_\_ 8. Letter of Recommendation from Brigade AO.
- \_\_\_\_\_ 9. Current AGR Orders.

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